

January 18, 1989

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, January 18, 1989.

CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Eva Weiner.

Observer present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 14, 1988

Dr. Wozniak moved that the Board of Trustees approve the minutes of the meeting of December 14, 1988 as written subject to additions and/or corrections.

Mr. Flintrup seconded the motion.

Dr. Bloch noted Rabbi Herman Schaalman's name was spelled incorrectly on Page 11, second paragraph, under COMMENTS FROM TRUSTEES.

The motion to accept the minutes as corrected passed unanimously and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS AND THE LIST OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

Clarification was requested of the (\$490.00) miscellaneous reimbursement figure listed under Receipts on Page 1 of the General Operating Fund Financial Statement.

**CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S)  
CORRESPONDENCE**

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:**
- 1. CIRCULATION REPORTS**
  - 2. LIBRARY USE STATISTICS**
  - 3. REPORT(S) FROM DEPARTMENT HEAD(S)**
  - 4. CORRESPONDENCE**

In addition to the correspondence listed on the Agenda, Mrs. Hunter read the January 16 letter, addressed to the Board of Trustees, from Robert B. Siegel, 3601 Davis Street, Skokie, Illinois 60076, regarding the Library being closed the entire day, Christmas Eve, Saturday, December 24.

Mrs. Hunter will respond on behalf of the Board advising Mr. Seigel that it has been the long-standing policy of the Skokie Public Library to close both Christmas Eve and Christmas Day; that the 1988 holiday schedule, which included closing the Library Monday, December 26, was unusual; and should Christmas Day again fall on a Sunday, so that the legal holiday would be Monday, the Board will reconsider the policy with respect to a three day closing. Mention should be made that the Library is open on several state and/or federal holidays with appropriate exhibits and programs during these times. (Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, President's Day, Christopher Columbus Day and Veterans' Day.) The Library is closed New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day,

Christmas Eve and Christmas Day. Mention should also be made of the number of other public libraries in the North Suburban Library System that were closed Christmas Eve.

The motion to approve the items on the Consent Agenda passed unanimously.

A special meeting of the Board of Trustees is called for Tuesday, February 21, at 7:30 p.m. The agenda will include the 1989-90 Budget and a report of the Legal Counsel Search Committee.

GIFT OF \$25.00 FROM JOEL AND EVELYN MARKS SIEGEL

The trustees noted the gift of \$25.00 from Joel and Evelyn Marks Siegel.

1989-90 BUDGET - PRELIMINARY CONSIDERATION

Discussion ensued regarding the F.Y. 1988-89 year-to-date balance sheet of revenues received and projected, and the preliminary proposed budget.

Anticipated revenues from property taxes and corporate replacement taxes were noted and discussed. Mrs. Anthony will get the current reassessment schedule.

It was recommended that consideration of rent increases for JCPL (Joint Computer Program for Libraries) and SRS (System Reference Service) be placed on the December, 1989 Agenda.

The trustees concurred with the Director's assumptions regarding general levels of increase to be used in preparing the line item budget. The trustees then considered several specific changes in categories named in the line item budget as proposed by the Director. Suggested changes included establishing new lines for Programming, Photocopiers, Small Equipment and Personnel Recruitment. Rental of Equipment and Materials would be dropped as would SAVS Services. Records, Audio Cassettes, Video Cassettes and Computer Software would be combined into Nonprint Materials. Discussion of the proposed changes ensued.

Mrs. Hunter expressed concern that with the assimilation of records, audiocassettes, videocassettes, and computer software lines into the new "Nonprint materials" line, the Board would not be able to assess individual areas. Mrs. Anthony will prepare quarterly reports with these breakout statistics.

A question was raised about the line of demarcation between Small Equipment and Furniture and Major Equipment. Dr. Bloch suggested a list be prepared of all purchases of \$1,000 or more in the last six months. This would help determine the need to reconsider the definition of capital expense, as adopted by the Board. (Capital outlay for fixed assets is defined on the Illinois State Library Annual Report form as "those things which are not consumed in use, can be expected to last at least five years, and cost at least \$1,000.)

After discussion the Board concurred that as revenues from videocassette rentals exceed expense, we increase videocassette purchasing. It was also suggested that a sticker be placed on each cassette to signal replacement after a predetermined number of uses to maintain quality.

The Board approved the concept of a program line in the budget. Low attendance at evening film showings prompted discussion of beginning the Thursday evening feature film at 7:30 p.m. or earlier. The option of showing the films at 10 a.m. and 2 p.m. instead of 2 and 8 p.m. was also discussed, however, Mrs. Merritt cautioned that the Library would be eliminating an entire segment of the population by not showing evening feature films. The alternatives will be looked into with close monitoring of statistics generated by film attendance.

There was consensus that the changes in budget lines be approved as presented except for the wording of the Personnel Recruitment line. Mrs. Anthony will prepare a line

item budget with the budget line changes incorporated therein for the February 8, 1989 Board meeting.

#### PERSONNEL

The trustees noted the appointment of Pauline Kikkebusch, part-time Circulation Clerk, effective January 13, 1989 and the following resignations: part-time Circulation Clerks, Frank Yakoubek, effective December 30, 1988 and Maryann M. Keblusek, effective January 22, 1989; full-time Circulation Clerk, Viera S. Equiluz, effective February 3, 1989; and part-time Service Desk Assistant, Lynda Ortega, effective January 7, 1989.

Also noted was the promotion of Deborah Dubin from part-time Clerk, to full-time Assistant Page Supervisor/Senior Clerk, Adult Services, effective January 9, 1989 and the status change of Doretta Fuhs, from part-time to full-time Service Desk Assistant, Adult Services, effective January 16, 1989.

#### DIRECTOR'S REPORT

Library Statistics--Circulation continues to increase, up 14% in December over the previous December and up 10% for the year. Circulation of adult books showed almost as great an increase as children's books and the Bookmobile posted record increases in spite of time out for repairs.

Per Capita Grant-- Secretary of State and State Librarian Jim Edgar has advised that the Per Capita grant has been fully funded and we will receive \$60,278 in the near future.

Appointment--Mrs. Anthony has been invited by Secretary of State and State Librarian Jim Edgar to serve a three year term on the Illinois State Library Advisory Council. With the Board's approval Mrs. Anthony will accept this opportunity to become

involved with issues regarding legislation, policy, funding and grants for libraries at the state level. The Board congratulated Mrs. Anthony and approved her appointment.

Literacy Representative--Peter Butler, Administrator of the Rush/North Shore Medical Center, has accepted Mrs. Anthony's invitation to serve as one of Skokie's representatives, along with Ray Hartstein, to the Community Literacy Council of the Oakton Literacy Coalition.

Missing Quilt--A quilt entitled "Sampler" by Evanston artist Judy Anne Walter, was declared missing by the Textile Arts Centre in December. It was part of an exhibition at the Library September 14 - October 14, 1988. Although we can vouch for its security while at the Library, we do not have documented evidence of its transfer to Harper College, the site following Skokie Public Library on the exhibit tour. There were a number of unusual circumstances in the transfer of this exhibit. The piece is valued at \$1,500. Mrs. Anthony has discussed the matter with Counsel Ellen Lyon.

Consumer Health Information Project--Mrs. Anthony proposes that the Skokie Public Library be a participant in an LSCA grant proposal for a Consumer Health Information Project, to be coordinated by NSLS. Five other public libraries, two college libraries and possibly one or more special libraries will participate in the project to develop a model for multitype cooperation to better meet individuals' needs for consumer health information and lifelong learning. The project will identify library collection strengths and special resources and also human resources which may be used in meeting health information needs. Other major components will include staff training and a campaign to alert the public to available information resources.

Section 89--It appears that the Library will have no problem meeting Internal Revenue Code Section 89 requirements for welfare benefit plans. Basic requirements

include: The plan must be in writing, must be legally enforceable, must provide reasonable notification of available benefits, must be established for the exclusive benefit of employees and must be established with the intention of maintaining it for an indefinite period of time.

Further discussion may be taken up later in the meeting during the "Review of the Compensation System and Benefits" portion on the Agenda.

Electronic Ordering--We have begun placing orders for library materials electronically with Baker and Taylor. This step simplifies the ordering procedure and should result in acquiring materials as quickly as possible. We also will know immediately if an item is not in stock.

Living and Working in Skokie--Of respondents to the Library user survey, 70% live in Skokie. Another 5% do not live in Skokie, but work in Skokie. Another way of looking at the figures is that, of those who do not live in Skokie, 17% work in Skokie.

Relocation of Skokie Farmer's Market--Because of the construction work this summer on Oakton Street, the parking lot at the corner of Floral and Oakton will not be available for the Skokie Farmer's Market. We have been notified that the Market will be on the Village lot next to the Green and that the Market will end at one o'clock each Sunday rather than two o'clock, out of consideration for the Library.

Pioneer Press to Sponsor Exhibit--Pioneer Press will co-sponsor and underwrite exhibit expenses for an exhibit entitled IN TOUCH: CHILDREN LOOK AT COMMUNICATIONS, to be at the Library from July 22-September 3, 1989. The exhibit is organized by the Association of Science-Technology Centers in Washington and is sponsored by PAC-TEL. It includes participatory units. Pioneer Press will also help us publicize the exhibit. Since securing the exhibit is based on this financing, there was some concern expressed on the recent change of ownership of the newspaper.

Business Mileage Rate--The IRS has indicated that the business mileage rate for 1989 will be 24 cents per mile, up from 22.5 cents per mile. Mrs. Anthony recommends that we adopt the new rate.

The Board concurred to increase the mileage reimbursement rate to 24 cents per mile.

#### REVIEW OF COMPENSATION SYSTEM AND BENEFITS

The Board reviewed the Tuition Reimbursement Policy as revised by counsel, Ellen Lyon.

After lengthy discussion Mr. Flintrup made a motion, seconded by Mrs. Zatz to approve the second paragraph of the proposed Tuition Reimbursement Policy with a revision of the last sentence as suggested by Dr. Bloch.

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SECOND PARAGRAPH OF THE SKOKIE PUBLIC LIBRARY TUITION REIMBURSEMENT POLICY WITH A REVISED LAST SENTENCE: "A STAFF MEMBER WHO LEAVES THE EMPLOY OF THE SKOKIE PUBLIC LIBRARY WITHIN THE YEAR FOLLOWING THE RECEIPT OF A TUITION BENEFIT WILL BE EXPECTED TO REPAY SUCH TUITION BENEFIT."**

The roll was called. Mrs. Zatz--yes; Dr. Wozniak--yes; Dr. Bloch--yes; Mr. Flintrup--yes; Mrs. Merritt--no. The motion passed.

Discussion ensued regarding amending the last sentence of the first paragraph pertaining to the percent of tuition reimbursement--from 75% for a Grade of A or B, to 50% for a Grade C or better.

Mrs. Zatz made a motion, seconded by Mrs. Merritt:



**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FIRST PARAGRAPH OF THE SKOKIE PUBLIC LIBRARY TUITION REIMBURSEMENT POLICY AMENDING THE LAST SENTENCE TO: "UPON PRESENTATION OF EVIDENCE OF SATISFACTORY COMPLETION OF AN APPROVED COURSE, TUITION REIMBURSEMENT SHALL BE AUTHORIZED AS FOLLOWS: 50% FOR A GRADE OF C OR BETTER, NO REIMBURSEMENT FOR A GRADE OF D OR A FAILING GRADE."**

The roll was called. Mrs. Zatz--yes; Dr. Wozniak--no; Dr. Bloch--no;

Mr. Flintrup--no; Mrs. Merritt--yes. The motion failed.

Mrs. Hunter called for a motion to approve the Tuition Reimbursement policy as written with the revision of the last sentence of the second paragraph only, and as approved in the first motion.

Mr. Flintrup made the motion, seconded by Dr. Bloch.

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SKOKIE PUBLIC LIBRARY TUITION REIMBURSEMENT POLICY AS REVISED BY LEGAL COUNSEL WITH THE CHANGE APPROVED IN THE FIRST MOTION OF THE LAST SENTENCE, SECOND PARAGRAPH . (A copy is attached.)**

The roll was called. Mrs. Zatz--no; Dr. Wozniak--yes; Dr. Bloch--yes;

Mr. Flintrup--yes; Mrs. Merritt--yes. The motion passed.

The trustees reviewed the "Summary of Status and Benefits (Health, Dental and Life Insurance) of Part-time Employees Who Work at Least 17.5 Hours Per Week..." prepared by Mrs. Anthony and discussed her recommendation of prorated benefits.

After lengthy discussion the Board concurred that present part-time employees who work over 17.5 hours per week will be offered participation in the Library's health, dental and life insurance package at the percentage currently afforded full-time employees.

## **Skokie Public Library Tuition Reimbursement Policy**

Any full-time staff member who has completed the probationary period and who is planning to enroll in a job-related course of an accredited or otherwise recognized program of study may request approval of the Director to have the course considered for tuition reimbursement. Each course will be considered for approval independently. Approval of one course in a program of study does not necessarily imply approval of other courses in the same program. Upon presentation of evidence of satisfactory completion of an approved course, tuition reimbursement shall be authorized as follows: 75% for a grade of A or B, 50% for a grade of C, no reimbursement for a grade of D or a failing grade.

All class meetings and preparation will be undertaken on the staff member's own time. The schedule must consider departmental needs and be approved by the department head. No promotion or increase in salary is guaranteed to a staff member who undertakes such study. A staff member who leaves the employ of the Skokie Public Library within the year following the receipt of a tuition benefit will be expected to repay such tuition benefit.

Adopted by the Skokie Public Library  
Board of Trustees, January 18, 1989

Employees hired after February 1, 1989 will receive prorated benefits based on number of contracted hours. Employees who elect not to participate in the insurance benefit package will sign a waiver. The Board proposed that it give consideration to limiting the rate of increase of the cost of benefits to part-time employees as the benefit ratio to salary is not justifiable. The Director will investigate the effect of proposed changes in benefit contribution to the Library's compliance with Section 89 of the Internal Revenue Code and also report to the Board on any implementation considerations.

It was the consensus of the Board that each Skokie Public Library employee receive annual notification of his/her total dollar amount benefits package.

#### BOARD COUNSEL SEARCH COMMITTEE INTERIM REPORT

Search Committee Chair, Dr. Bloch, reported that the Committee met January 8, 1989. The names of five candidates were selected and on January 9 letters were sent to each individual advising them of our search, and asking for their response by January 25.

Interviews will be arranged after January 25 and Dr. Bloch expects to report to the Board at the Special Meeting, February 21.

#### AUTOMATION

In view of developments discovered during the ALA Midwinter Conference in Washington, Mrs. Anthony advised the Board that it is in our best interest that JCPL not do any upgrading for the next six to nine months. There is reason to believe that there will be greater clarity of choice in the automation marketplace in that time.

Lengthy discussion ensued.

Dr. Bloch asked if it is possible to link three Geac 8000s. Mrs. Anthony will inquire.

The card catalog will be removed the end of January and two Bibliofile stations will be set up in its place.

#### LONG RANGE PLANNING PROCESS

The Board reviewed Mrs. Anthony's memorandum summarizing the progress of the Committee's meetings, the roles selected for emphasis, the preliminary mission statement, and variations of the mission statement proposed by staff.

It was suggested the Library's mission statement include the concept of friendly and helpful service, and the recognition that our LRP is geared to the future and changing needs.

The Board agreed that each of the sample mission statements developed by staff reflected mutual concerns and each statement was very good.

#### LIBRARY CABLE NETWORK

The trustees noted the January "Program Guide Cable Channel 22".

#### NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported there was no December meeting of the North Suburban Library System Board of Directors.

Robert R. McClarren, System Director, has tendered his resignation and will retire on or about June 30, 1989. Mr. Flintrup asked the Skokie Public Library trustees for authorization to vote "yes" on behalf of the Library should the question of the North Suburban Library System changing to a Multitype System be voted on at the NSLS January Board meeting.

The Board concurred.

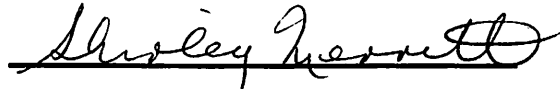
COMMENTS FROM TRUSTEES

Mrs. Hunter apprised the Board of the death of Hester King, long time Skokie resident and civic leader January 5, 1989. The Skokie League of Women Voters, of which she was a founder, will meet in the Petty Auditorium January 22.

Mrs. Hunter will send a letter of condolence to the King Family.

ADJOURNMENT

The meeting was adjourned at 10:15 p.m.

  
Shirley Merritt, Secretary